



**DEPARTMENT OF THE ARMY
342nd MILITARY POLICE BATTALION
FORT LEONARD WOOD, MISSOURI 65473-5600**

REPLY TO
ATTENTION OF

ATZT-DES

MAR 21 2005

MEMORANDUM FOR The 342nd Military Police Battalion

SUBJECT: 342nd Military Police Battalion Command Policy #10 (Battalion Awards Policy)

1. Reference. Army Regulation 600-8-22, Military Awards, 25 Feb 95.
2. Purpose. To prescribe policy and procedure for the processing of awards and the conduct of award ceremonies.
3. General.
 - a. The Battalion standard is simple - all departing personal will receive their respective award at an appropriate ceremony before they depart the organization; it is not acceptable to forward awards after a person signs out.
 - b. All Soldiers and civilians must be considered for awards upon departure, and for specific extraordinary service or achievements. Awards are not a right, but all personnel do deserve to be considered. If not recommended, they will be counseled in writing by their chain of command as to specifically why they will not receive an award for PCS/ETS.
 - c. The decision to recommend a Soldier or civilian for an award must be based upon specific and significant achievements or service during assignment at Fort Leonard Wood. Exceptional command or leadership within an organization may also be considered meritorious service or achievement. The proposed award should reflect both the person's level of responsibility and manner of performance.
 - d. Individuals are not automatically entitled to an award upon departure from an assignment or duty position. If an individual changes duties during a tour and makes significant contributions or achievements, then he/she may be recommended for an award for each period of service. However, intra-post reassignment will not normally result in an award recommendation. There is no limit to how many awards an individual may receive during a tour. Only one decoration will be awarded for the same act, achievement, or period of meritorious service.
4. Responsibilities. Commanders/Directors will ensure:
 - a. A fair, qualitative awards program is established, maintained, and adhered to in accordance with all applicable regulations and requirements.

b. Soldiers with suspended favorable personnel actions are neither recommended for, nor receive awards during the period of the suspension. Exceptions to the above are listed in AR 600-8-2, paragraph 1-15.

c. Ensure that awards are submitted early enough to allow for timely processing, so that the Soldier receives his/her award prior to departing. There is no excuse for late award submissions.

d. Ensure all awards are submitted to the Battalion S-1 free of errors, complete, signed, and IAW with the timelines established in this policy.

5. Procedures.

a. The individual recommending the award or the supervisor of the Soldier will initiate DA Form 638, Recommendation for Award, and expeditiously forward it through the chain of command to the appropriate award approval authority. Awards should be initiated within the following timelines:

(1) LOM - NLT 120 days prior to desired presentation date.

(2) MSM or higher - NLT 90 days prior to desired presentation date.

(3) ARCOM - NLT 60 days prior to desired presentation date.

(4) AAM - NLT 30 days prior to desired presentation date.

b. Recommendations not submitted within the parameters listed above will include a letter of lateness addressed through the chain of command to the appropriate approving authority, stating specific reasons for the late submission.

c. Narrative comments should represent quantifiable achievements that reflect more than the Soldier merely doing their job. Narratives for awards such as the Legion of Merit (LOM) and Soldiers Medal (SM) must be typed doubled-spaced on plain bond paper, and attached to the DA Form 638. The achievement blocks 1-4 on the DA Form 638 will be left blank. A double-spaced proposed citation must be included in the recommendation.

d. Citations on award certificates for AAM, ARCOM, and MSM are limited to four lines. By exception, retirement award citations may be extended to six lines. Ensure the citation reads well and captures the meaningful things the individual did for the organization; do not use standard blurbs. Cite deployments and significant actions/contributions specifically in the citation. The last sentence should contain no more than 3 organizations that the Soldier's performance "reflects great credit" upon.

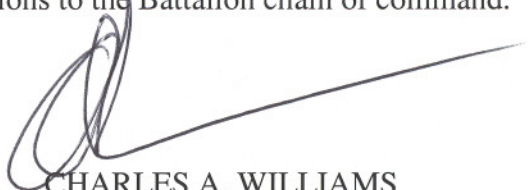
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e. An impact award is an achievement award approved and presented on the spot, prior to submission of DA Form 638. This type of award provides immediate recognition for singularly outstanding achievements. The Army Achievement Medal (AAM) and Army Commendation Medal (ARCOM) are the only authorized impact awards. Commanders with award approval authority may approve or grant approval for presentation of those decorations. Requirements for submission of the DA Form 638 are not waived. The form will be completed and forwarded through command channels to the appropriate authority for issuance of orders and completion of the certificate within 10 working days. This action will be executed at the lowest level possible in the chain of command. The DA Form 638 will include the name of the individual that approved the award, and the date and location of presentation.

f. All Soldiers with approved retirement orders will be considered for an appropriate award. Recommendations will be based upon rank, time in service, level of responsibility and duty performance. The period of service for retirement awards will be the last ten years of the Soldier's career.

6. Commanders will ensure award ceremonies are conducted for Soldiers receiving an award prior to the Soldier's scheduled departure. The unit is responsible for photographic support for unit level ceremonies, as well as notifications to the Battalion chain of command.

A handwritten signature in dark ink, consisting of a large, stylized 'C' followed by a long horizontal stroke extending to the right.

CHARLES A. WILLIAMS

LTC, MP

Commanding